



# SPECIAL EXCEPTION CHECKLIST

**Acceptance of Special Exception Application:** Special Exception applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Planning Director constitutes grounds for refusal of site plan submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-development meeting or upon review of the plans. The Planning Department may require the applicant to submit additional plans, maps, sketches, drawings and or written statements. Additional information may be required to determine the impact on major infrastructure.

**CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL REQUIREMENTS. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.**

## SPECIAL EXCEPTION SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative describing the proposed Special Exception request, and a justification for the request.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Digital Attachments:** Plan in PDF format (11" X 17").
- Applicant Information:** The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner(s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

## SPECIAL EXCEPTION NARRATIVE REQUIREMENTS:

- Criteria:** Address (1) The impact on adjacent property owners. (2) The existence of a hardship that is not the result of the property owner's actions. (3) The proposed location and height of the structure and use. (4) The compatibility with the existing uses on the lot and surrounding uses.(5) Provision of adequate access to the accessory use or structure, exiting uses on the lot, and surrounding properties for fire and police protection. (6) The impact of the proposed accessory use or structure on provision of public facilities.

### PLANNING AND ZONING DEPARTMENT

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